

Sanitized - Approved For Release :  
CIA-RDP70-00211R000200170065-9

Chief, Management Staff

16 October 1958

Chief, Records Management Staff

Weekly Report for week ending 15 October 1958

2. Contributions

a. Tangible

- (1) Shelf filing equipment and special card files costing \$14,189 were installed in CCP/IR to house 3774 feet of records. This installation permitted the release of filing equipment valued at over \$95,000 (129 safes, 58 book case sections and over 16,000 card trays). Floor space for the new equipment was reduced from 1096 sq. ft. to 564 sq. ft.
- (2) The Records Center received 451 cu. ft. of inactive records from nine offices; 39 cu. ft. of records were [REDACTED] leaving 725 cu. ft. awaiting destruction.
- (3) Two new and three revised forms approved. One form was made obsolete.

25X1A13a

b. Intangible

- (1) Approximately \$1200 worth of forms declared obsolete by CCP have been accepted by other Agency offices.
- (2) Began series of "on-the-job" training for new Area Records Officer, CCP.

2. Assignments - Active

a. Forms

- ✓ (1) Ten new and 14 revised forms in process.
- ✓ (2) Printing Services Division Survey.

25X1C4a ✓ (3) Reduction in [REDACTED] requirements for forms.

- ✓ (4) Revision of General Order.
- ✓ (5) Revision of Chain Envelope and Courier Receipt.
- ✓ (6) Teletype Dissemination Information Reports and Systems.
- 25X1C4a ✓ (7) Revision of [REDACTED] Form.

b. Moving

Office of Personnel

- ✓ (1) Partial shipment of moving received and in process of installation.
- ✓ (2) CCR/IR. See 1.a(1).
- ✓ (3) Map Library Division/CCR.
- ✓ (4) Acquisitions Branch Library/CCR.

c. Filing Systems

- ✓ (1) Office of Personnel Subject-Handle Files. Installations being made in Mobilization Staff, IAS and Employee Relations Branch.

FOIAb3b1

- ✓ (2) [REDACTED]
- ✓ (3) Office of Logistics/Stock Management.
- ✓ (4) Security Staff/New Building. Presented procedures and floor plan.
- ✓ (5) Office of Personnel/Contract Personnel Division/Card Index
- ✓ (6) Office of Communications/ [REDACTED] 25X1A6a

d. Audit and Revision of Records Control Schedules

- ✓ (1) Medical Office.
- ✓ (2) CCR. Revision of schedules in process. Additional records at the Center authorized for destruction.

e. Vital Records

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- (1) In collaboration with [REDACTED] e determination is being made on the type of microfilm to be deposited by CCR.

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(c) Determined that the Office of Comptroller will be responsible for seeing that deposits of financial records in support of National Security Council personnel will be made.

D. Assignments - Inactive

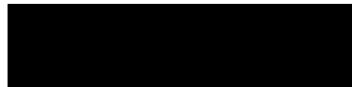
- a. ODI-Subject-Numeric File Installation.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division File Survey.

E. News

- a. The first shipment of inactive records from the National Security Council was received by the Records Center.
- b. Miss [REDACTED] is attending those portions of the ~~the~~ Intelligence Research course which relate to filing problems and filing systems used by analysts.
- c. A follow-up was made on the Liaison Contract Record we prepared for Legislative Counsel. The card made it possible for them to prepare for the first time a report required by the DCI on the nature of contacts with the Congress.

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Distribution:

Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RMS (REPORTS -1 July - December 1958)

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Mgt/S/RMS/[REDACTED];fjm (16 Oct 1958)

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